

**CALIFORNIA COMMISSION ON DISABILITY ACCESS
EXECUTIVE COMMITTEE
MEETING MINUTES**

February 16, 2012

1. CALL TO ORDER

Chair Jakobson-Johnson called the meeting to order at 12:00 p.m. at the California Building Standards Commission, 2525 Natomas Park Drive, Room 120, Sacramento, California 95833.

The off-site meeting location for teleconference was Community Actively Living Independent and Free (CALIF), 634 South Spring Street, 2nd Floor, Los Angeles, California 90014.

ROLL CALL

Secretary Jemmott called the roll.

Commissioners Present:

Margaret Jakobson-Johnson, Chair
Michael Dean
Richard Luehrs (Teleconference)
Lillibeth Navarro (Teleconference)

Commissioners Absent:

Rocky Burks
Betty Wilson

Committee Members Present:

Peggy Collins

Staff Present:

James V. Vitale, Executive Director
Angela Jemmott, Program Analyst
Lavonia Wade, Office Administrator

Also Present:

Ghedeon Bere, Office of State Publishing
Matthew Stuart, Office of State Publishing

Secretary Jemmott announced a quorum was not yet present. Commissioner Luehrs and Ms. Collins arrived shortly, and Chair Jakobson-Johnson announced that a quorum was then present.

2. APPROVAL OF MEETING MINUTES (JANUARY 19, 2012) - ACTION

Commissioner Dean requested his name be added to Commissioners Present.

MOTION: Commissioner Luehrs moved to approve the January 19, 2012, Meeting Minutes with the above correction. Commissioner Navarro seconded. Motion carried unanimously.

3. COMMENTS FROM THE PUBLIC ON ISSUES NOT ON THIS AGENDA

No public comments.

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4. GENERAL BUSINESS ITEMS

a. CCDA Mission Statement

Chair Jakobson-Johnson said the full Commission sent the CCDA Mission Statement back to the Executive Committee for refinement. These were the changes suggested at the full Commission: Commissioner Wilson suggested adding “and the Legislature” to the ends of the sentences in both the first and second paragraphs. She also suggested changing the last sentence from “with regard to disability access requirements...” to “with regard to disability program as well as architectural access requirements...” She noted that people tend not to regard the program access as incorporated into the concept of accessibility. Commissioner Navarro suggested adding “to increase coordination between stakeholders” after “compliance inspections and continuing education” in the second paragraph.

Chair Jakobson-Johnson recommended changing “communities” to “community” before adding “and the Legislature” to the ends of the sentences in both the first and second paragraphs. Committee Member Collins suggested adding “all levels of government.”

Chair Jakobson-Johnson directed staff to make these revisions to the Mission Statement, which will be reviewed at the next Executive Meeting.

b. CCDA Protocols for Legislation

Staff had prepared a revised document for the Committee’s review.

Chair Jakobson-Johnson noted the first sentence in Item #4 now reads, “The Executive Committee will recommend a position (support, opposition, support if amended, oppose unless amended, no position, or neutral position).”

Committee Member Collins suggested changing the first sentence of Item #4 from “will recommend” to “may recommend.”

Chair Jakobson-Johnson noted the change in Item #5 from “and inform the rest of the Commissioners at the next full Commission meeting” to “and will notify the rest of the Commission at the next full Commission meeting and by email at the time the position is taken.”

Committee Member Collins suggested adding “and subsequent amendments” to “review and analyze the legislation” in Item #3. Commissioner Dean suggested adding “with copies to other Commissioners.”

Chair Jakobson-Johnson asked the staff to make the above changes for review at the next Executive Committee.

c. CCDA Logo and Letterhead

Ghedeon Bere, manager of the Office of State Publishing (OSP), presented OSP’s ideas for a brand that would create a visual identity for the Commission.

Mr. Bere stated OSP defined CCDA’s brand dimensions in six key terms: three primary terms (“Disability Awareness,” “Access,” and “Clarity”), and three secondary terms (“Alignment and Collaboration,” “Law and Consistency,” and

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“Agreement”). He clarified these key terms would not be posted in a list; but they would be used in communication.

Mr. Bere went on to list CCDA’s three emotional connectors: “Compassion,” “Equity,” and “Mediation and Agreement.”

Mr. Bere read a possible position statement for CCDA: “CCDA provides a bridge between the business community, the disability community, and the legislator in regard to the issue of disability access. The Commission researches, recommends, and promotes collaboration in order to facilitate full and equal access to public facilities and public programs for all Californians.”

Mr. Bere then read a possible core message for CCDA: “We want to collaborate and communicate to establish a process of equitable access to any and all public and private programs, goods, and services.”

Mr. Bere presented OSP’s idea for CCDA’s organizational tagline, “Access for all.”

Mr. Bere stated these are the ingredients that OSP put together to carry or explain the brand.

The second part of Mr. Bere’s presentation involved CCDA’s logo. Matthew Stuart designed a series of logo options with a two-color scheme utilizing CCDA’s initials.

Chair Jakobson-Johnson stated the full Commission would need to weigh in on the logo. She suggested that staff send the possible logos to all Committee members and put on the agenda for the next Executive Committee meeting to select three possible logos to bring before the full Commission in April. She also suggested that staff work on perfecting the brand language from the first part of OSP’s presentation to present at the next Executive Committee meeting for approval.

5. BUDGET UPDATE

Secretary Jemmott noted that the Facility Operations item on the spreadsheet is a reflection of two months’ billing. She also pointed out that the Information Technology expenditure is a reflection of some of the equipment to help facilitate Committee meetings, such as a projector, a recorder, and microphones, and indicated there are computers still on order.

6. DISABLED ACCESS LEGISLATIVE AND REGULATORY DEVELOPMENTS

Chair Jakobson-Johnson brought Assembly Bill 1610 to the Committee’s attention, which affects notice provisions and suggests additional training requirements.

Executive Director Vitale stated Assemblyman Wagner from Orange County introduced AB 1610 on February 9, 2012, and there is no information posted on the Assemblyman’s website as yet. He noted there is a committee hearing scheduled where the first discussion of the bill will occur, and suggested CCDA’s attendance and close monitoring.

Chair Jakobson-Johnson asked the staff to analyze AB 1610 and come up with a recommended position to present to the full Commission in April.

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Commissioner Dean asked what organization is behind the legislation. Committee Member Collins recommended that staff call the author's office or the committee that has been assigned and ask for AB 1610's fact sheet, names of the sponsors, and copies of support and opposition letters to help staff in analyzing these bills.

Commissioner Luehrs recommended the Commission develop a list of core principles the Commission holds to be true. Future legislation could be held up to those principles so the Commission can determine whether to support, reject, or recommend amendments to the legislation.

Chair Jakobson-Johnson asked the staff to prepare an initial draft of core principles that ultimately will be taken to the full Commission for approval. She recommended that Commissioners email their ideas on these core principles to Executive Director Vitale to assist in the drafting of this document.

7. REPORT FROM CCDA COMMITTEE ACTIVITIES

a. Committee Reports

Commissioner Dean reported the Civil Enforcement Committee will next meet on March 2, 2012. The Committee's goal is to set up the necessary process to meet the requirements to provide a report to the Legislature.

Commissioner Navarro reported the Accessibility Enhancement Committee's three members were unable to meet in February due to scheduling conflicts. The Committee's goal is to survey city and county government agencies in the state with regard to their transition plans. This will require a letter of introduction from the Commission, including CCDA's logo and Mission Statement.

Commissioner Luehrs reported the Accessibility Checklist Committee's goal is to establish a comprehensive Checklist to be used in the field by different constituents. The first objective is to determine a platform in order to present that Checklist. This will be achieved by holding a series of briefings on the Accela program. Once the platform is determined, the Checklist will be entered into that platform.

Commissioner Luehrs stated there will be a financial requirement at some point that will need to be overcome. The timeline for completing the Checklist Committee's directive is subject to funding and the collaboration and support of that funding.

Executive Director Vitale reported a briefing was planned for the January full Commission meeting, but was canceled due to concerns regarding proprietary information. He stated an email will be sent to all Commissioners with a link to a Webinar that is specific to the Accela platform. He invited Commissioners to send him questions or comments about the content of the Webinar.

He stated staff is preparing to send a letter to building departments throughout the state to determine the number of departments already using electronic platforms and, if so, what software they are using.

He reported the Division of the State Architect (DSA) Advisory Committee is looking at an electronic platform to use in conjunction with programs already in use by other agencies. He clarified that the content DSA is currently working on pertains to the

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upcoming revisions to the 2013 Building Code. He stated DSA has never produced a document that could be substituted as an initial Checklist that meets Title 3 requirements.

Executive Director Vitale notified all Commissioners of a document that was posted on the Internet one week ago from the East Coast. It is a Checklist establishing minimum Standard of Care guidelines of legal compliance within Federal Standards. He feels this content can be included in the ultimate Checklist containing the California Building Code requirements. It has a good, graphic, simplistic, workable Checklist format that can initially be posted on the CCDA Website to give both business and disability communities a point of reference. He noted permission is not required to access this document because it was created by the Federal Government. It is a no-cost solution as a place to begin in completing part of CCDA's Mission.

Chair Jakobson-Johnson suggested that the primary goal for each Committee should be to develop the report the Statute requires. The Committee needs to first identify what this report will consist of, and then formulate the method by which to obtain and compile the necessary data to complete the task. She requested the Committees provide a realistic timeline in which to achieve their goals.

8. FUTURE AGENDA ITEMS

Chair Jakobson-Johnson recommended the Executive Committee begin to develop a list of core principles to present to the full Commission. She asked Commissioners to email their ideas on these core principles to Executive Director Vitale to assist in the drafting of this document. She also asked staff to prepare samples of other organizations' core principles for the next Executive Committee.

Chair Jakobson-Johnson suggested having trainings on the Legislative process, both for the Executive Committee and the full Commission.

Chair Jakobson-Johnson directed staff to send OSP's possible CCDA logos to all Committee members, and to put on the agenda for the next Executive Committee meeting to select three possible logos to bring before the full Commission in April. She also suggested that staff work on perfecting the brand language from the first part of OSP's presentation to present at the next Executive Committee meeting for approval.

Chair Jakobson-Johnson recommended setting up a subcommittee to research an Executive Director evaluation process.

Commissioner Luehrs asked staff to research AB 1610 and present a written report on their findings and whether they were able to procure a fact sheet, the names of sponsors, support and opposition letters, etc.

9. ADJOURN

Chair Jakobson-Johnson adjourned the meeting at 2:00 p.m.